

COUNTY MUSEUM

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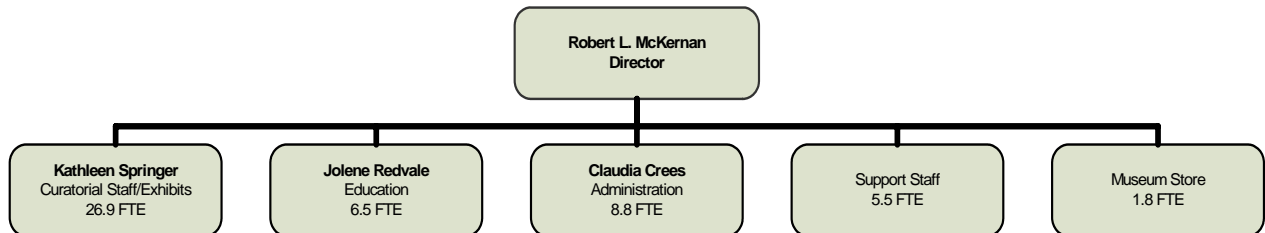
MISSION STATEMENT

The mission of the San Bernardino County Museum is to develop and maintain unique cultural and natural science collections related to the region and the greater southwest. Through responsible collection, preservation, exhibition, and education, the County Museum inspires the public to a deeper understanding of their cultural and natural history.

STRATEGIC GOALS

1. Enhance public awareness of museum services and programs.
2. Increase public accessibility to museum collections.
3. Increase awareness of the Museum's Capital Campaign to generate financing for enhancements to the County Museum, including the proposed "Hall of Geological Wonders".

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2006-07					
	Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
County Museum	3,910,853	1,946,500	1,964,353		51.7
Museum Store	132,316	133,000		684	1.8
TOTAL	4,043,169	2,079,500	1,964,353	684	53.5

Detailed information for each budget unit is provided, along with a description of the services provided, budget unit history, applicable performance measures, policy item requests, and fee requests.



County Museum

DESCRIPTION OF MAJOR SERVICES

The Museum provides cultural and educational programs and activities for the public at its main facility in Redlands and the following seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (John Rains House) in Rancho Cucamonga, Daggett Stone Hotel and People's General Store in Barstow, Asistencia Mission in Redlands, Mousley Museum of Natural History in Yucaipa, Yorba-Slaughter Families Adobe in Chino, and Yucaipa Adobe in Yucaipa. These programs and activities involve the preservation of cultural and natural heritage collections, display of permanent and special exhibitions, and care and preservation of historical sites depicting the history and culture of San Bernardino County and the greater southwest region. Museum programs (including school programs, research symposiums, museum internships, special events, and guest lecture series) promote learning and awareness through community outreach, partnerships with educational institutions, and research that enhances both the collections and educational services. Approximately 1.5 million permanent and loaned collections are preserved for the benefit of the public and the scientific community. Each year, approximately 100,000 visitors tour the museum facilities, which are also available for use by local groups, organizations, and professional associations. The County Museum has been accredited from the American Association of Museums since February 23, 1973. In 2002, the Museum received its decennial accreditation that will continue through 2012.

The Museum is comprised of the following divisions: Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. Led by credentialed professionals, all divisions provide educational services for families, general public, school groups, educators, and scholars at the main Museum facility and historic sites. In addition, the Biological Science and the Geological Sciences divisions conduct scientific field research and studies for public and private agencies. This research consists of both short and long-term field studies resulting in significant revenue for the department. A portion of this revenue is used to support other Museum programs and activities. Furthermore, this field research results in valuable collections being accessioned into the museum collections that are curated and exhibited for public education at the main facility and historic sites. The Museum is known for its work associated with the Calico Early Man Site and collections, extensive mineral and paleontological collections, and one of the world's largest bird egg collections of which a portion is available for public viewing. The Museum also operates a gift store. This store is considered a critical part of the visitor experience and provides many museum related items for sale including books and publications, educational toys, thematic novelty items for exhibitions, jewelry, minerals, and souvenirs.

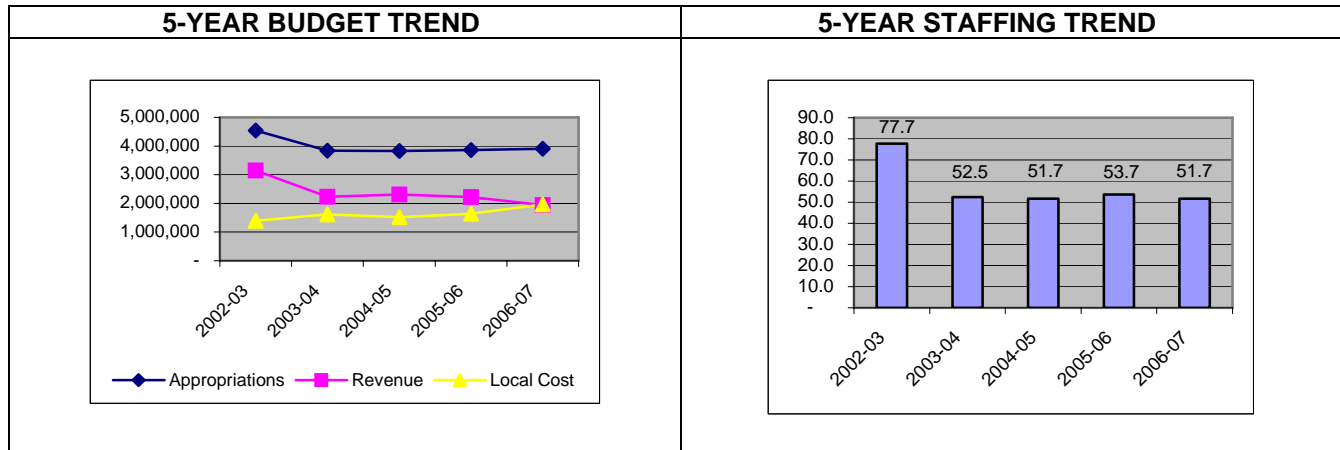
Over the past few years, the Museum has received funding from the Institute of Museum and Library Services (IMLS). These funds have been earmarked for the design and implementation of a multi-functional Web Module and media archive for the Inland Southern California. The web module will provide electronic access to the Museum's collections and programs, via the internet, to better inform the general public, educators, students, and businesses about San Bernardino County and the surrounding region's abundant cultural and natural heritage. The Museum, which has completed three of the four phases of this project, remains committed to completion of the web module.

Through Board direction, another significant endeavor for the Museum has been the creation of a County History Book. The purpose of this project is to create a text that will tell the rich and varied story of the history of San Bernardino County from its creation in 1853 to the latter half of the 20th Century, while integrating the story with the wider perspective of California history. When completed, the goal is to have this book widely accessible for the people of San Bernardino County, the region, the State of California and the United States.

Lastly, plans are underway for construction of the new Hall of Geological Wonders that will present a regional perspective of paleontology and geology. This proposed addition to the main museum will showcase fossil collections, dinosaur trackways from the county, local impacts from the Pleistocene era, mud flats, fault lines, and local caves. The proposed expansion will serve the growing cultural and informal educational needs of inland Southern California, as well as highlight the Museum's research programs.



BUDGET HISTORY



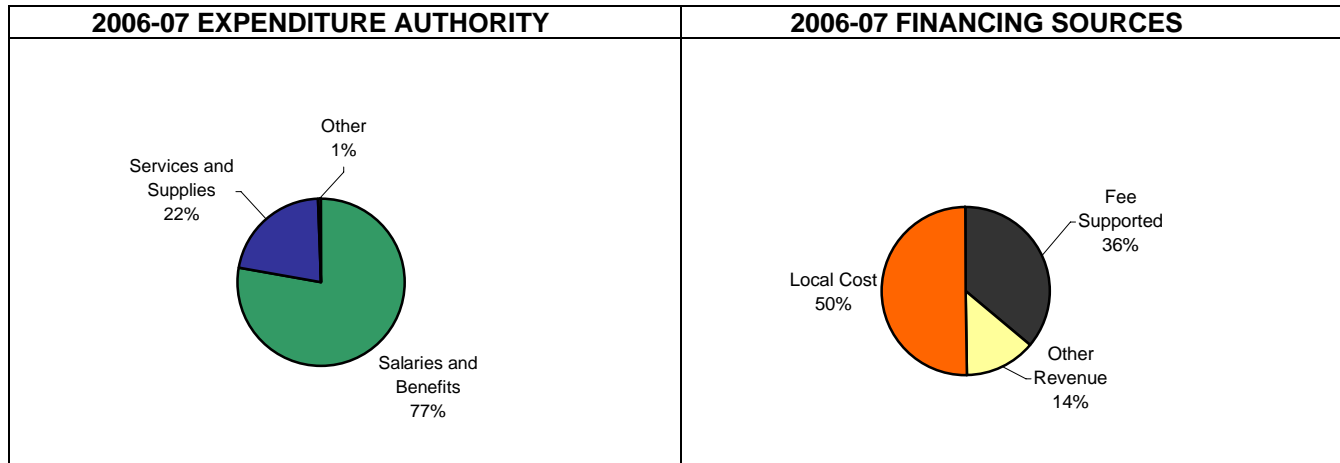
PERFORMANCE HISTORY

	Actual 2002-03	Actual 2003-04	Actual 2004-05	Modified Budget 2005-06	Estimate 2005-06
Appropriation	4,069,878	3,520,147	3,392,935	3,974,151	3,492,175
Departmental Revenue	2,676,985	1,916,796	1,756,254	2,222,317	1,741,142
Local Cost	1,392,893	1,603,351	1,636,681	1,751,834	1,751,033
Budgeted Staffing				53.7	

The 2005-06 estimated expenditures and revenues are both approximately \$500,000 less than budget due to fewer research projects than originally anticipated.



ANALYSIS OF PROPOSED BUDGET



GROUP: Public and Support Services
DEPARTMENT: County Museum
FUND: General

BUDGET UNIT: AAA CCM
FUNCTION: Recreation and Cultural Services
ACTIVITY: Culture

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Estimate	2005-06 Final Budget	2006-07 Proposed Budget	Change From 2005-06 Final Budget
<u>Appropriation</u>							
Salaries and Benefits	2,877,289	2,637,869	2,517,937	2,735,039	2,883,252	3,044,667	161,415
Services and Supplies	1,116,049	811,893	684,950	702,255	915,167	808,463	(106,704)
Central Computer	33,983	29,423	40,564	32,657	30,250	34,320	4,070
Other Charges	35,593	-	-	-	-	-	-
Land and Improvements	-	-	19,195	-	-	-	-
Equipment	-	9,630	5,386	2,150	13,000	-	(13,000)
L/P Struct/Equip/Vehicle:	-	-	9,630	9,630	9,630	9,630	-
Transfers	22,536	32,186	9,446	10,444	10,445	13,773	3,328
Total Exp Authority	4,085,450	3,521,001	3,287,108	3,492,175	3,861,744	3,910,853	49,109
Reimbursements	(15,572)	(854)	(25,423)	-	-	-	-
Total Appropriation	4,069,878	3,520,147	3,261,685	3,492,175	3,861,744	3,910,853	49,109
Operating Transfers Out	-	-	131,250	-	-	-	-
Total Requirements	4,069,878	3,520,147	3,392,935	3,492,175	3,861,744	3,910,853	49,109
<u>Departmental Revenue</u>							
Use Of Money and Prop	42,747	42,345	61,362	47,962	48,800	56,200	7,400
State, Fed or Gov't Aid	20,470	4,000	7,083	2,200	2,200	2,200	-
Current Services	2,334,401	1,495,430	1,216,886	1,248,488	1,526,070	1,413,000	(113,070)
Other Revenue	264,471	361,759	442,320	442,492	640,247	435,100	(205,147)
Other Financing Sources	-	1,850	7,603	-	5,000	40,000	35,000
Total Revenue	2,662,089	1,905,384	1,735,254	1,741,142	2,222,317	1,946,500	(275,817)
Operating Transfers In	14,896	11,412	21,000	-	-	-	-
Total Financing Sources	2,676,985	1,916,796	1,756,254	1,741,142	2,222,317	1,946,500	(275,817)
Local Cost	1,392,893	1,603,351	1,636,681	1,751,033	1,639,427	1,964,353	324,926
Budgeted Staffing					53.7	51.7	(2.0)



Salaries and benefits are increasing by a net amount of \$161,415 consisting of the following:

- \$204,723 of incurred costs associated with MOU, retirement, and workers' compensation adjustments (including the 2005-06 amounts approved by the Board as a mid-year item on November 1, 2005).
- \$51,000 increase for an additional 1.0 Curatorial Assistant to help the Museum's professional staff with paleontologic record searches.
- \$25,000 to reflect parity adjustments for the museum curator and senior curator classifications. This action will be submitted for Board approval subsequent to adoption of the final budget.
- Approximately \$18,000 for the conversion of two contract project managers to a Museum Education Specialist and a Staff Analyst Trainee.
- \$5,000 for the proposed reclassification of a Staff Analyst II to an Administrative Supervisor I.
- Approximately \$60,000 in savings due to the reduction of 1.5 field biologist positions resulting from fewer research projects anticipated.
- \$53,780 savings from the deletion of 1.0 Museum Preparator that is no longer needed.
- A reduction of approximately \$28,000 in appropriations and a 0.5 decrease in budgeted staffing due to reduced work hours for various classifications.

Services and supplies are decreasing by \$106,704, which is the net effect of the following:

- Approximately \$217,000 decrease resulting primarily from an anticipated reduction in the number of research projects.
- \$95,664 increase due to the Museum now being responsible for providing off-site storage for its exhibit and educational materials.
- \$15,000 increase for inflationary costs.

Current services are decreasing by \$113,070 due to less research revenue resulting from the completion of several projects.

Other revenue is decreasing by \$205,147 due to less grant funding for the IMLS project.

Other financing sources are increasing by \$35,000 due to an increase in the amount of operating transfers anticipated from the Museum Store.

PERFORMANCE MEASURES		
Description of Performance Measure	Estimated 2005-06	Proposed 2006-07
Number of paying museum visitors.	71,500	75,000
Number of compact storage units.	4	5
Number of objects/artifacts accessible to the public.	1,500,000	1,800,000
Total amount of funds raised for the Museum's Capital Campaign.	\$156,000	\$2,250,000

The preceding performance measures demonstrate the department's emphasis on increasing public awareness of museum services/programs and accessibility of museum collections. Public awareness of museum services and programs is paramount for the people of San Bernardino County and the surrounding region to gain a greater appreciation and understanding of the area's cultural and natural heritage, while increasing public accessibility to museum collection artifacts will strengthen the visitor experience.

In addition to the above, the Museum has initiated (through the San Bernardino County Museum Association) a Capital Campaign to generate funds for the proposed new museum expansion "Hall of Geological Wonders", along with funding for reinterpretation and refurbishment of the Museum's 30 year-old interior galleries. This transformation of the County Museum will provide for more interpretation of county and regional cultural and natural heritage through additional exhibits, artifacts, objects, and specimens. The vigorous capital campaign is required to secure non-county and county contributions for this project. During 2006-07, the Museum will be striving to raise \$2.25 million in contributions.



POLICY ITEM REQUESTS						
Rank	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Revenue	Local Cost	Proposed 2006-07 Performance Measurement
1.	<p>Increase in reserve for the "Hall of Geological Wonders"</p> <p>Design for the Hall of Geological Wonders has recently been completed. Based on this design, the Architecture and Engineering Department has estimated the cost of construction at \$5,725,000. The County currently has \$4,049,261 set aside for this project (\$3,703,030 in general fund reserves and \$346,231 from a grant administered by the Community Development and Housing Department). The \$1,700,000 being requested would provide sufficient funding to allow the Museum to begin construction of the new hall. This additional funding would also significantly encourage non-county contributions toward interior exhibit completion for the new hall and promote the fulfillment of the Museum's facility enhancements.</p> <p><i>Proposed Performance Measure: Amount of funds set aside in reserves for this project.</i></p>	-	-	-	-	\$5,725,000
2.	<p>History Compact Storage</p> <p>One of the County Museum's objectives is to continue to comply with national museum accreditation standards. In this regard, the purchase and installation of a compact storage unit for the Museum History Division is needed for accreditation compliance. This purchase would allow for superior care/maintenance of easily damaged educational and culturally valuable artifacts. The preservation of these history collections in public trust is decisive to the cultural heritage of San Bernardino County and the neighboring region.</p> <p><i>Proposed Performance Measure: Number of objects/artifacts accessible to the public.</i></p>	-	75,000	-	75,000	1,800,000
3.	<p>Refurbishment of Museum Admission and Lobby</p> <p>The Museum lobby is a critical location for setting the stage for friendly service and an enriching experience for customers visiting the County Museum. Refurbishment of the Museum lobby space would include ADA access, better information dissemination, and more modern facilities to expedite service to patrons. This project would provide superior customer service to patrons, school groups, and visitors to the Museum. The present, twenty year-old lobby is considered a safety concern when large groups assemble to pay admission to the museum.</p> <p><i>Proposed Performance Measure: Increase in the percentage of satisfied visitors.</i></p>	-	65,000	-	65,000	20%
4.	<p>Educational outreach and protection of Museum resource sites</p> <p>San Bernardino County received six diverse properties donated by the San Bernardino County Museum Association and approved by the Board on August 2, 2005. These properties, which are situated principally in the high desert and Cajon Pass, allow the Museum to provide greater educational outreach opportunities. The one-time request of \$70,000 would provide for signage, gating, and fencing at some sites, as well as educational materials development (such as program interpretative guides, display kiosks, trail development and marketing). The 28.25 acre site in Cajon Pass would be the initial focus for cultural and historic educational development because of its significance regarding Serrano Indian Tribal history dating back 1,700 years. In addition, the historic Santa Fe and Mormon Trails meet at an area on this property. Also, the Cajon Pass site has a strong connection with the San Bernardino County School's curriculum.</p> <p><i>Proposed Performance Measure: Number of students visiting resource sites.</i></p>	-	70,000	-	70,000	2,500
Total		-	210,000	-	210,000	
<p>In addition to the \$210,000 in increased local cost, \$1.7 million would be added to the "Hall of Geological Wonders" general fund reserve with approval of the above Policy Item No. 1.</p>						



FEE REQUEST SUMMARY				
Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Record Searches	-	12,975	12,975	-
County Code Section 16.0218(a)(1) allows the County Museum to charge a \$150 fee per record search and \$68 each additional hour for Paleontologic Record Searches. These fees have not been adjusted for the past four years. Over this period of time, costs for the Museum have increased to the point where the current fee amounts are no longer sufficient to offset program costs. Therefore, the department is recommending that the \$150 access fee be changed to \$200, and the \$68/hour charge be increased to \$75/hour. The financial impact of this increase is anticipated to be minimal (approximately \$13,000 annually).				
Hourly rate for professional services	1.0	10,924	10,924	-
County Code Section 16.0218(a)(1) allows the County Museum to charge \$72 hourly for services performed by its professional, curatorial, and supervisory personnel, \$53 hourly for services by a Senior Research Technician, and \$32 hourly for Field laboratory and office personnel. The aforementioned fees were last adjusted through a rate study completed by the Auditor/Controller's Office in 2004-05. Based on the Museum's cost increases (MOU, retirement rates, and inflation) since 2004-05, the department is recommending that the \$72/hour rate be increased to \$78/hour, the \$53/hour rate be increased to \$58/hour, and the \$32/hour rate be increased to \$36/hour. The department believes these rate adjustments are appropriate and necessary to offset increased costs.				
The financial impact of these increases would be minimal (approximately \$11,000) during 2006-07 as most of the research work would be charged at the current rate in accordance with existing Board approved contracts. The full impact of these increases would occur beginning in 2007-08. However, it is difficult to project the future financial impact as it depends on a number of factors, principally the number of research projects for that year.				
City/County Planning Review		8,750	8,750	-
County Code Section 16.0218(a)(1) allows the County Museum to charge \$25 for City and County review. These reviews are conducted for environmental planning documents, such as draft Environmental Impact Reports, Environmental Assessments, etc. Museum professional staff provides expert review using Museum resources for detailed information pertaining to cultural, paleontological, biological, and historic information relative to San Bernardino County and the region. The \$25 charge for document review has not been increased since the fee was established more than ten years ago. The Department believes that the \$25 fee should be increased to \$100 to recover increased costs over this period of time. The financial impact of this increase would be minimal (approximately \$9,000) during FY 2006/07.				
Total	1.0	32,649	32,649	-
The above increases in fees would generate approximately \$33,000 in revenues that would be used by the department to employ a Public Service Employee. The Museum has a need for an additional worker to assist staff with ongoing maintenance functions. With the age of the County Museum's six historic sites and continuous maintenance needs at the main museum facility, current maintenance requirements are presently exceeding the capabilities of existing budgeted staff. With the addition of this proposed position, museum maintenance staff would have a better ability of maintaining infrastructure and facility repairs for the historic structures.				

